

ADMINISTRATIVE - INTERNAL USE ONLY

6 SEP 1985

MEMORANDUM FOR THE RECORD

SUBJECT: FBIS Time and Attendance Clerks

STAT 1. Reference is made to which describes the responsibilities of Heads of Independent Offices for ensuring the proper execution and certification of Time and Attendance Reports.

2. As a part of this responsibility, I am authorizing the following FBIS employees to act as Time and Attendance clerks in accordance with the above cited regulation:

O/D/FBIS

STAT

E&PS

STAT

SDS

STAT

Admin

STAT

Ops Group

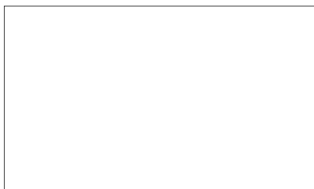
STAT

ADMINISTRATIVE - INTERNAL USE ONLY

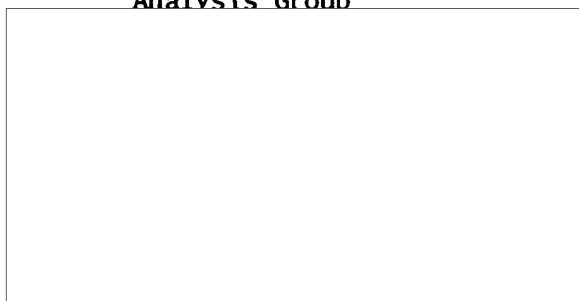
ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: FBIS Time and Attendance Clerks

Prod Group



Analysis Group



Director, Foreign Broadcast Information Service

Distribution:

- Orig. - D/FBIS Chrono
- 1 - JDC Corres File
- 1 - AS Chrono
- 1 - Authorizing and Approving File
- 1 - FBIS Registry

ADMINISTRATIVE - INTERNAL USE ONLY